

Operations

**ABSENCE/AVAILABILITY OF HQ AFSOC AND SUBORDINATE UNIT
KEY PERSONNEL AND HQ AFSOC ADMINISTRATIVE RESPONSIBILITY CHANGE**

This instruction implements AFPD 10-2, Readiness. It establishes policy, defines responsibilities, and prescribes procedures for keeping the AFSOC Commander and staff advised of HQ AFSOC and subordinate unit key personnel locations. It applies to all headquarters staff key personnel and AFSOC subordinate unit key personnel as identified in paragraphs 3 and 4 of this instruction.

SUMMARY OF REVISIONS

This revision updates office symbols, terminology, and references.

1. Policy. The AFSOC Commander may require immediate information from key Headquarters staff and subordinate unit personnel in response to CSAF, USCINCSOC, or other authorities during national emergencies, contingencies, or other occasions, including pyramid recalls. Key HQ AFSOC personnel, subordinate commanders, and designated deputies/assistants must be immediately available to respond as required.

1.1. HQ AFSOC and subordinate unit key personnel must keep the AFSOC Command Center (HQ AFSOC/DOOCC) informed of their travel, leave, or other planned absences.

1.2. Report any unplanned absences such as hospitalization for serious illnesses or emergency leave as soon as known.

2. Physically Separated Units (PSU). Physically separated units will establish procedures to monitor the location of their key personnel and be able to provide immediate status of all subordinate commanders to the AFSOC Command Center upon request. PSUs will monitor and approve concurrent absences of key personnel in their subordinate units.

3. Headquarters Staff Key Personnel. Key HQ AFSOC staff personnel are: Commander (CC); Vice Commander (CV); Director of Staff (DS); Senior Enlisted Advisor (CCC); Director, Operations (DO); Director, Plans, Programs, and Acquisition Management (XP); Director, Personnel (DP); Director, Intelligence (IN); Comptroller (FM); Director, Safety (SE); Director, Command, Control, Communications, and Computer Systems (SC); Director, Logistics (LG); Quality (QI); Command Surgeon (SG); Inspector General (IG); Staff Judge Advocate (JA); Command Chaplain (HC); Information Management (IM); Command Historian (HO); Public Affairs (PA); Chief of Security Police (SP); Services (SV); Command Engineer (CE); Mobilization Assistant to the Commander (CR); and Commander, Headquarters Squadron Section (CCQ).

4. AFSOC Subordinate Unit Key Personnel. AFSOC subordinate unit key personnel are: Commander, 16th Special Operations Wing (16 SOW/CC); Commander, 352d Special Operations Group (352 SOG/CC); Commander, 353d Special Operations Group (353 SOG/CC); Commander, 720th Special Tactics Group (720 STG/CC); Commandant, United States Air Force Special Operations School (USAFSOS/CC); Commander, Air Force Special Operations Command Air Support Operations Squadron (AFSOCASOS/CC); and Commander, 18th Flight Test Squadron (18 FLTS/CC).

5. Absence Within CONUS. AFSOC key personnel must notify HQ AFSOC/DOOCC as soon as travel, leave, or other plans for an absence are known. Submit the following information by message or letter:

5.1. Name, grade, and position.

5.2. Inclusive dates and reason for absence.

5.3. Itinerary. Include mode of travel, departure/arrival dates, times (use Zulu times), and locations. Report significant variations to planned itineraries to HQ AFSOC/DOOCC as soon as possible.

5.4. Remarks. Include name, rank, and DSN phone number of designated representative who is readily available during the key personnel's absence.

6. Absence Outside CONUS (OCONUS). Submit the same information required for absence within CONUS. The following applies to all OCONUS travel.

6.1. AFSOC key personnel and CONUS assigned physically separated commanders are expected to review and comply with the requirements of the USAF Foreign Clearance Guide and the Air Force Antiterrorism (AT) Program (AFI 31-210) pertaining to proposed areas of travel.

6.2. Physically separated commanders assigned OCONUS must review and comply with the requirements of the USAF Foreign Clearance Guide and the Air Force Antiterrorism (AT) Program (AFI 31-210) pertaining to proposed areas of travel outside their theater of assignment.

7. Concurrent Absence. AFSOC/DS reviews and approves all planned concurrent absences of all HQ AFSOC directors, special staff agency chiefs, and subordinate unit key personnel and their immediate assistant, deputy, or vice.

7.1. Request approval by letter or message as far in advance as possible, but not later than 1 duty day (24 hours) before the planned absence. Short-notice requests can be submitted in person or telephonically.

7.2. Follow up each request with the information in paragraph 5. Include in remarks, "Concurrent absence approval requested" or "Concurrent absence previously approved."

8. The AFSOC Command Center:

8.1. Will maintain absence notification letters and messages for all AFSOC key personnel described in paragraphs 3 and 4 for the duration of each absence.

8.2. Will produce and maintain daily AFSOC key personnel location summaries and present them at the AFSOC Commander's Staff meetings.

8.3. Will flight-follow the AFSOC/CC, CV, DS, DO, and subordinate unit commanders when traveling via AFSOC aircraft.

9. Key Personnel. The traveler is the primary source of information. All key personnel traveling by modes other than AFSOC aircraft are responsible for notifying the AFSOC Command Center if actual travel deviates significantly from the scheduled itinerary. Travelers should also inform the Command Center when their travel is complete.

10. Change of Administrative Responsibilities. During periods where the AFSOC/CC is off station, but retains command, he will delegate administrative responsibilities to a designated representative. The Vice Commander (CV) normally assumes these administrative responsibilities. If both the AFSOC/CC and CV are unavailable, normally AFSOC/DS will assume responsibilities. In cases where the AFSOC/CC, CV, and DS are unavailable, the next available AFSOC rated senior officer in order of rank is normally designated the AFSOC/CC representative.

11. Transfer of Administrative Responsibilities. When the AFSOC Commander transfers administrative responsibilities to the Vice Commander or designated representative, Command Center controllers must notify higher headquarters. Notifications will occur:

11.1. When the AFSOC/CC transfers administrative responsibilities to the Vice Commander or a designated representative.

11.2. When designated representative delegates administrative responsibilities.

11.3. During a subsequent delegation of administrative responsibilities to another designated representative.

11.4. When chain of command is affected by a senior officer arrival.

11.5. Upon resumption of administrative responsibilities by the AFSOC/CC.

12. Notifications. The AFSOC Command Center must be notified immediately of any transfer of HQ AFSOC administrative responsibilities or command. A knowledgeable third party (executive officer or secretary) may accomplish the notifications to the Command Center. Once notified of a transfer of administrative responsibilities or command, the AFSOC Command Center must notify the gaining/losing officer, the Air Force Operations Support Center (AFOSC), the USCINCSOC Command Center, and the 16 SOW Command Post that an AFSOC flag change has been accomplished.

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